



Sedona Fire District

GOVERNING FIRE BOARD

JULY 2024

Welcome, New Board Chair & Clerk



**Helen McNeal,
Board Chair**



**Corrie Cooperman,
Board Clerk**



Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
Telephone (928) 282-6800 FAX (928) 282-6857

REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Tuesday, July 9, 2024 / 4:30 PM

~ AGENDA ~

Join Zoom Meeting

<https://sedonafire.zoom.us/j/89102189713?pwd=V0lvMFk4cG5WQjRIQmpuT1BMM1NwUT09>

Meeting ID: 891 0218 9713

Passcode: 215186

Dial by your location

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US

I. CALL TO ORDER/ROLL CALL

- A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.

II. REGULAR BUSINESS MEETING

- A. Public Forum:

1. Public Comments
2. Executive Staff Response to Public Comments

- B. Consent Agenda – Discussion/Possible Actions:

1. June 18, 2024 Regular Meeting Minutes

- C. Financial Report and Updates –Director of Finance Gabe Buldra

1. Discussion/Possible Action: Review and Approval of June 2024 Finance Report

D. Staff Items:

1. June 2024 Monthly Staff Report

- a. Operations Activities – Assistant Chief Jayson Coil
 - i. Wage Study presentation – Regional Government Services
 - ii. 2nd Quarter Accomplishments
 - iii. 3rd Quarter Goals

- b. Community Risk Reduction Activities – Division Chief Dori Booth
 - i. 2nd Quarter Accomplishments
 - ii. 3rd Quarter Goals
 - iii.

- c. EMS, Fleet, Telecom – Division Chief Lechowski
 - i. 2nd Quarter Accomplishments
 - ii. 3rd Quarter Goals

- d. Preparedness & Training – Division Chief Jordan Baker
 - i. 2nd Quarter Accomplishments
 - ii. 3rd Quarter Goals

- e. Fire Chief Report – Assistant Chief Coil
 - i. Call Volume & Response Review
 - a. Incident Summary and Year-to-Date Comparison
 - b. Station Responses
 - c. Response Times
 - ii. Purchases over \$10K
 - iii. Community Thanks & Appreciation

E. Discussion/Possible Action: Discussion and possible approval/signing: IGA with Cottonwood Dispatch Center.

F. Board Member Items:

1. Discussion: Board Member’s Fire District Related Activities Since the Last Board Meeting.

CONSENT AGENDA

June 18, 2024 Regular Meeting Minutes





Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
Telephone (928) 282-6800 FAX (928) 282-6857

REGULAR BOARD MEETING

Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room

Tuesday, June 18, 2024 / 4:00 PM

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Pursuant to notice, a regular meeting of the Sedona Fire District (SFD) was called to order by Chair Dave Soto at 4:03 PM on Tuesday, May 21, 2024. Executive Assistant, Kim Smathers, recorded the minutes. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

Board Present: Dave Soto – Chair; Helen McNeal – Clerk; Janet Jablow, Corrie Cooperman, and Scott Springett – Members Others Present: Fire Chief Ed Mezulis; Assistant Chief Jayson Coil; Division Chiefs Buzz Lechowski and Dori Booth; Finance Director Gabe Buldra, JVG (by Zoom) and Executive Assistant Smathers - Recorder.

A. Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.

Chair Dave Soto led the Pledge of Allegiance and Chief Ed Mezulis requested a Moment of Silence for the seven Police Officers and one firefighter who have passed away since the previous Board Meeting.

II. STAFF RECOGNITION

A. Introduction of IT Radio Technician:

1. Jonny Dicken

B. Years of Service Recognition – 10 Years

1. Phil Bruglio

As neither employee was present, Chief Mezulis briefed the Board on recognition and Chair Soto made remarks regarding looking forward to seeing their contributions to the district in future years.

III. PUBLIC BUDGET HEARING

A. Open Public Hearing for Proposed Fiscal Year 2025 Budget.

Chair Soto opened the public hearing at 4:07 p.m. inviting comments from the public. Chair Soto asked Mr. Buldra if he had any further information, to which he responded that he did not, it had been discussed in workshops for the past several months and there was nothing new to add.

B. Public Comments regarding Proposed Fiscal Year 2025 Budget; Staff Response.

Chief Mezulis reported that there were no public comments, as there was no public attendance. Chair Soto closed the public hearing at 4:08 p.m.

C. Discussion/Possible Action: Proposed Fiscal Year 2025 Budget, Resolutions #2024-01, Approval of Fiscal Year 2025 Budget including Pension Funding & Salary Scale.

Chair Soto made a motion to approve the Budget, then asked if there were further comments from the Board. Member Cooperman stated that she would like to say a few words and then noted the commendable work that was done on the budget and keeping it within 2.51% of last year's budget. In a time of heavy inflation, with supplies and medical costs getting higher, she congratulated everyone on their work. Chair Soto reiterated that it was a lot of work, and SFD has had to tighten its belt, but staff made the best of it and the presented budget showed that.

Clerk McNeal seconded the motion, there was no further discussion and the motion passed unanimously. Chair Soto read Resolution 2024-01 for the public record. He then referred to the pension funding policy included with the budget and salary scale. Mr. Buldra stated that SFD is on track to fully fund the pension policy, at the rate being paid, as of June 30, 2036, stating that the annual contributions and additional funding from capital funds, as it is available, is being used.

Chief Mezulis stated that one of the Board members had requested to have a briefing to better understand the PSPRS system such as the one put on by the City of Sedona. He stated that he would facilitate a meeting in January for the full, new Board, or sooner, if they would rather. Member Cooperman stated that she had recently attended the City of Sedona meeting on the state of the PSPRS for the City, as she is on their PSPRS board. She stated that the briefing was an annual presentation and very helpful. Clerk McNeal stated she had just taken the online PSPRS training, and the Chief could also contact Harold Green at PSPRS.

Chair Soto motioned to approve the pension funding policy as presented, Clerk McNeal seconded, there was no further discussion and the motion passed unanimously.

IV. ELECTION OF FY2024 BOARD POSITIONS (to be seated in July 2024)

A. Discussion/Possible Action to elect new Board Positions for FY 2024: Nominations and voting for following positions:

1. Board Chair: Member Jablow nominated Helen McNeal for the position of Board Chair. Clerk McNeal accepted the nomination, there was a unanimous vote and, as of July 1, 2024, Helen McNeal will preside as Board Chair.

Member Cooperman stated that she felt it was commendable of the Board Chair to step down and allow the new Chair to be able to have time to gain experience while he continues to serve on the Board, providing guidance. Chair Soto stated that this was the way it was done when he assumed the position of Chair and felt it was best for the district to have the backup available to assist.

2. Board Clerk: Clerk McNeal nominated Corrie Cooperman to the position of Board Clerk, Member Cooperman accepted the nomination, the vote was unanimous, and Corrie Cooperman is the new Board Clerk. Chief Mezulis stated that on behalf of the staff of SFD, he thanked the Board for their collaborative energy and for putting the district before self to do what is best.

V. REGULAR BUSINESS MEETING

A. Public Forum:

1. Public Comments
2. Executive Staff Response to Public Comments

There were no requests from the public to speak.

B. Consent Agenda – Discussion/Possible Actions:

1. May 21, 2024, Regular Meeting Minutes

Chair Soto made a motion to approve the May 21, 2024, minutes, as presented, Member Cooperman seconded, there was no further discussion and the motion passed unanimously.

C. Financial Report and Updates –Director of Finance Gabe Buldra

1. Discussion/Possible Action: Review and Approval of May 2024 Finance Report

Finance Director Buldra briefed the Board on the May 2024 state of the budget and stated that SFD remains under budget, due to some staffing vacancies and savings on salaries. The areas where the monthly budget is over were due to software subscription renewals and recruiting costs for IT. At this point in the year, the budget has been expended 86% and the capital fund has a balance of \$3.8 million over last year at this time.

There were no further questions, Chair Soto made a motion to approve the May 2024 financial report as presented, Clerk McNeal seconded. There was no further discussion and the motion passed unanimously.

D. Staff Items:

1. May 2024 Monthly Staff Report

a. Operations Activities – Assistant Chief Jayson Coil

- i. Significant Events
 - a. All-Hazard
 - b. Emerging Issues
- ii. Human Resources
 - a. Staffing
 - b. Promotions
 - c. Significant Issues
- iii. Administration
 - a. Upcoming Events
 - b. News & Activities

Chief Coil briefed on his areas of responsibility, including Admin who is working with the website designer to revamp the SFD website and make it more user friendly with simpler interactions and a more positive experience. He feels this should be completed in July.

The firefighter recruitment closed with 30 qualified candidates applying. Chief Coil called and spoke with each candidate. There was one firefighter resignation, leaving two open positions in Operations. An ergonomic study was done of the office furniture and new desks have been ordered and are arriving.

Operations saw the return of the crew deployed to Tucson, a rise in backcountry rescue calls, and is working with CRR to develop ways to mark trails and provide warnings about conditions and hazards.

BC Todd Miranda prepared and presented National Standards for Rapid Extraction Models (REMs) Teams for wildland fires, making it a national standard to improve the consistency and level of care that firefighters receive when injured in remote, inaccessible areas. This was presented to the heads of all federal fire agencies and many others.

Yesterday, two fires occurred outside Ruidoso, New Mexico and the whole town was evacuated. This is looking to be the worst fire in NM history, so far. Several homes have burned. While rain is predicted on Thursday and Friday, the weather could also bring dry lightning. Clerk McNeal asked what started the fires and Chief Coil stated that they are still being investigated.

b. Community Risk Reduction Activities – Division Chief Dori Booth

- i. Inspection Activities
- ii. Fire Investigations

- iii. Notable Events
- iv. Fire Marshal Safety Message

Division Chief Booth briefed that Inspector Brian Russell has passed the Executive Fire Officer school at the National Fire Academy.

Sprinkler and Firewise inspections are on the rise, with recent close fires spurring concern for homeowners. Stage 1 fire restrictions went into effect on June 6 and Coconino County Stage 2 will be in effect on Friday morning at 8:00 a.m. Chief Mezulis stated that this causes some difficulty when one county escalates the level, but the other does not, presenting a unique challenge, as Yavapai County is staying in stage 1.

SFD will be participating in the City of Sedona July 4 celebration and dunk tank volunteers are needed. CRR will be presenting the first ever Desert Southwest CRR Conference at Station 1, October 7-9.

Safety message – heat related injuries and illness. SFD is working with Yavapai College to obtain arm bands to monitor firefighters’ exposure to heat conditions. Member Cooperman asked how the message regarding heat related warning, etc., will get out to the public. DC Booth stated that social media and YouTube will cover most of that, but also putting information where there are other pamphlets, etc.

- c. EMS, Fleet, Telecom – Division Chief Lechowski
 - i. EMS Activities and Updates
 - ii. Fleet Activities and Updates
 - iii. Other Updates

Division Chief Lechowski reported on his areas of responsibility, beginning with showing a heat map of related areas of incidents provided by GIS. These are becoming SFD’s bread and butter calls. The complexity and duration are becoming a factor in planning and preparation.

Telecom – DC Lechowski is coming up to speed with Telecom and the team is coming together, with the new hires. IT Manager Motz is ready to move forward with the Zetron installations and has had meetings with them to prepare.

Fleet – presenting a new chassis refit of an ambulance tonight for approval. The two Type I engines are in manufacturing stage now and there is “possibly” a 110–120-day delivery.

EMS-50th anniversary of EMS, Open House was great success and Chief Mezulis wants them to continue. Chief Mezulis stated that he wanted the Open House’s to be anchored to something, would like to bring back the Health Fair, etc., but the feedback received reminded him that the events matter, and he thanked everyone who helped coordinate and staff.

Chair Soto asked if the data from GIS was being used to look at increasing staffing. Chief Mezulis stated that he is constantly recognizing the in-house talent that SFD has now, and that everything is being evaluated to make informed decisions. With the increase in complexity of hike outs increasing, and traffic patterns changing (changing response plans), everything is on the table, and everything is being considered.

- d. Preparedness & Training – Division Chief Jordan Baker
 - i. Division Updates and Activities
 - ii. Training Report

Chief Mezulis presented the report of Division Chief Baker, as he is on vacation to celebrate his son’s graduation. While the list was long, Chief Mezulis noted that the BC task book update will be released on July 1. There will be a Captain’s test in the Spring and a leadership academy.

Arizona Fire School is scheduled for September.

Blue card training continues.

Wellness- new rack systems are being purchased to keep weights off the floor, helping to reduce injuries and workers comp claims.

The Active Assailant training after action report was sent out to Board members. A good job was done by the group, designating deficiencies in ways we can fix and move forward, which will continue to be improved upon.

Snake training was reported by the Captain of the snake “rescue” team, David Rodriguez. Dr. Novack (NAU)

provided a video identifying local wildlife and the ways to handle, depending. New snake tongs, buckets, and chaps were purchased for the teams to facilitate and reduce hazards and chances of being bitten.

- e. Fire Chief Report – Fire Chief Mezulis
 - i. Call Volume & Response Review
 - a. Incident Summary and Year-to-Date Comparison
 - b. Station Responses
 - c. Response Times
 - ii. Purchases over \$10K
 - iii. Community Thanks & Appreciation

Chief Mezulis reported on his usual areas, relaying incident numbers and response times, purchase orders over \$10K, and thank you's received from the community. He also updated that the City Manager has received all the documentation for Station 4 rebuild and that he has requested that the subject be put on the City's agenda for discussion. The proposal for Station 5 is still being looked at by the State Parks Department but the plans and information submitted in 2005, and 2017, including blueprints and architectural drawings were provided.

- E. Discussion/Possible Action: Discussion and possible approval/signing: IGA with Cottonwood Dispatch Center.

Chief Mezulis stated that the contract has expired, but there has been no channel to negotiate with Cottonwood. Requests have been made to retool the contract and model the Prescott Regional Dispatch Center, making the regional agencies served partners and not customers, and clarifying how the money paid by these agencies is being used. The contract is being extended by 1 year to facilitate Cottonwood filling the open vacancies so this can be negotiated.

Chair Soto stated that the IGA had not been included in the packet and he wants to table until next month and then review. Chief Mezulis stated that he would get the IGA to them for review.

- F. Discussion/Possible Action: Possible approval of BAC request to replace Ambulance Chassis Remount, in the amount not to exceed \$233,000.

The Board Action Communication request for an ambulance chassis remount was presented for approval. The ambulance box is still good, but the chassis is wearing out, and the remount is still more cost effective than buying a new ambulance. New state requirements are being considered and addressed and the old chassis will be brought back in-house to sell locally.

VIDEO recording stopped here, at 5:40 p.m., lost sound.

Chair Soto motioned to approve the Ambulance chassis remount in an amount not to exceed \$233,000, as presented. Clerk McNeal seconded the motion, there was no further discussion, and the motion passed unanimously.

- G. Board Member Items:

- 1. Discussion: Board Member's Fire District Related Activities Since the Last Board Meeting.

Scott Springett – had one-on-one with the Fire Chief, still working on learning billpay.com, and communicating with residents. He went on a field trip to scout illegal campsites.

Helen McNeal – Active Assailant training was a good event; enjoyed the EMS Open House, encouraging more of those activities, PSPRS training online, and the usual, BillPay, meet Chief, etc.

Janet Jablow- the usual and also talking to neighbors.

Corrie Cooperman-waylaid from the EMS event by accident/injury.

Dave Soto-spending time in other areas, mainly Yavapai Firewise, EMS week Open House, it has been an honor and a pleasure to serve on this Board.

VI. ADJOURNMENT

Chair Soto stated that it is his pleasure to say, for the last time, this meeting is adjourned at 5:50 p.m.

Helen McNeal, Clerk of the Board

Financial Report
June 2024

OPERATIONS

Assistant Chief Jayson Coil

2nd Quarter
Accomplishments



3rd Quarter Goals

Operations
Human Resources
Administration

Strategy Implementation Achievements 2024 Q2 AC Coil

- 1. Comprehensive Compensation Study and Internal Salary Alignment:**
Successfully completed an external compensation study, leveraging updated job descriptions to ensure accurate benchmarking. Guided by the Chief's intent regarding our compensation philosophy, we developed and adopted an internal salary schedule with benchmark positions. This represents a significant milestone for SFD as it marks the first time we have established a comprehensive internal alignment schedule. This strategic achievement not only enhances our competitive positioning in the job market but also ensures fair and equitable compensation for all employees, reinforcing our commitment to organizational excellence and employee satisfaction.
- 2. Workforce Development and Training Lab Implementation:** As part of our ongoing commitment to workforce development and process optimization, I have successfully completed the requirements for the Interpersonal Skills Lab Train-the-Trainer program. In a complementary effort, largely driven by Chaz Macari, we have converted three unused offices in the Station 4 annex into a fully functional training lab. Starting next month, all teams within the Sedona Fire District will begin cycling through this lab. This strategic initiative aims to enhance interpersonal skills across the organization, fostering improved communication, collaboration, and overall team effectiveness. This development underscores our dedication to continuous improvement and the professional growth of our workforce and complements the ongoing efforts of DC Baker and DC Lechowski.
- 3. Holistic Performance Management System Development:** We are making significant strides in developing a holistic performance management system. This quarter's efforts included conducting a comprehensive survey to assess attitudes and the perceived value of our current performance review process. We evaluated various platforms to streamline the process and reduce the paperwork burden. Additionally, we completed a competing values framework assessment to ensure that our performance management system aligns with and supports our organizational culture and strategic goals. This multifaceted approach is designed to enhance the effectiveness of our performance reviews, foster a culture of continuous improvement, and ensure that our system is both efficient and impactful.

Q3 Goals

Workforce Development and Training Lab Implementation

Q3 Goals:

1. **Develop Training Delivery Content:**
 - Create a comprehensive training curriculum for the Interpersonal Skills Lab, including detailed lesson plans, training materials, and assessment tools.
 - Ensure the training content aligns with SFD's strategic goals and workforce development objectives.
2. **Pilot Training Delivery:**
 - Select a small group of participants to pilot the Interpersonal Skills Lab training program.
 - Conduct the pilot sessions and gather feedback from participants to refine and improve the training delivery.
3. **Full Implementation Plan:**
 - Develop a schedule for all teams within the Sedona Fire District to cycle through the training lab.
 - Coordinate with DC Baker and DC Lechowski to integrate the lab's training with other ongoing workforce development initiatives.

Holistic Performance Management System Development

Q3 Goals:

1. **Conduct Leader Gap Analysis:**
 - Perform a comprehensive gap analysis to identify the current capabilities and areas for improvement among leaders in relation to the new performance management system.
 - Collect data through interviews, surveys, and performance reviews to assess training needs.
2. **Develop Leader Training Program:**
 - Design and develop targeted training programs based on the findings from the gap analysis to ensure leaders are well-equipped to implement the new performance management system effectively.
 - Include modules on using the selected performance management platform, conducting effective performance reviews, and aligning performance goals with organizational objectives.
3. **Implementation of Training Programs:**
 - Roll out the leader training programs, ensuring all leaders receive the necessary training before the full implementation of the holistic performance management system.
 - Establish metrics to evaluate the effectiveness of the training and make necessary adjustments based on feedback and performance data.

Administration Strategic Goals for Q3:

Website: Complete Phase 1 and 2 of the website refresh projects to enhance user experience, optimize performance, and ensure accessibility compliance, laying the foundation for a modern, efficient, and user-friendly website.

Note: The completion of the website SoW has been delayed because of my desire to develop a more comprehensive process.

Q3 Goals

July:

- 1. Complete Functional Requirements and Initial Performance Optimization:**
- 2. Initiate Content Strategy and SEO Efforts:**
- 3. Accessibility Audit and Remediation:**

August:

- 4. Finalize Additional Functionalities and Accessibility Features:**
- 5. User Experience Phase Initiation:**
- 6. Continue Content Strategy and SEO Implementation:**

September:

- 7. Complete User Experience Phase and Quality Assurance:**
- 8. Finalize Content Strategy and SEO:**

Q4 Goals

October:

- 1. Adapt Design and Functionality:**
- 2. Staff Training:**
- 3. Post-Launch Support and Maintenance:**

November:

- 4. Performance Metrics and Evaluation:**
- 5. Content Refreshment and Ongoing SEO:**

December:

- 6. Continued Maintenance and Support:**
- 7. Additional Training and Documentation:**

Human Resources Strategic Goals for Q3

- 1. Establish a Firefighter Candidate List:**
 - Complete the recruitment process to create a comprehensive list of qualified firefighter candidates ready to fill upcoming vacancies.
- 2. Hire Critical Personnel:**
 - Successfully recruit and hire an IT Specialist, Mechanic, and HR Specialist to strengthen the operational capacity of the Sedona Fire District.
- 3. Onboard the HR Specialist:**
 - Efficiently onboard the newly hired HR Specialist, ensuring they are fully integrated into the team and understand their roles and responsibilities.
- 4. Enable Focus on High-Level Projects:**
 - By filling these key positions and effectively onboarding the HR Specialist, enable Keona to dedicate more time to policy development and other high-level projects, enhancing strategic HR initiatives and overall organizational effectiveness.

Community Risk Reduction

Division Chief Dori Booth



PETS SAFETY TIPS
Hot Weather Rules For Pets

KEEP YOUR PET HYDRATED

DON'T LEAVE YOUR PET IN THE CAR

KEEP PAWS AWAY FROM HOT PAVEMENT

KNOW SIGNS OF OVERHEATING

2nd Quarter Accomplishments

3rd Quarter Goals

FIG-E (Fleet, IT/Telecom, GIS, EMS)



Division Chief Buzz Lechowski

2nd Quarter Accomplishments

3rd Quarter Goals



Preparation & Training

DIVISION CHIEF JORDAN BAKER

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2nd Quarter Accomplishments



3rd Quarter Goals



Training / Preparedness

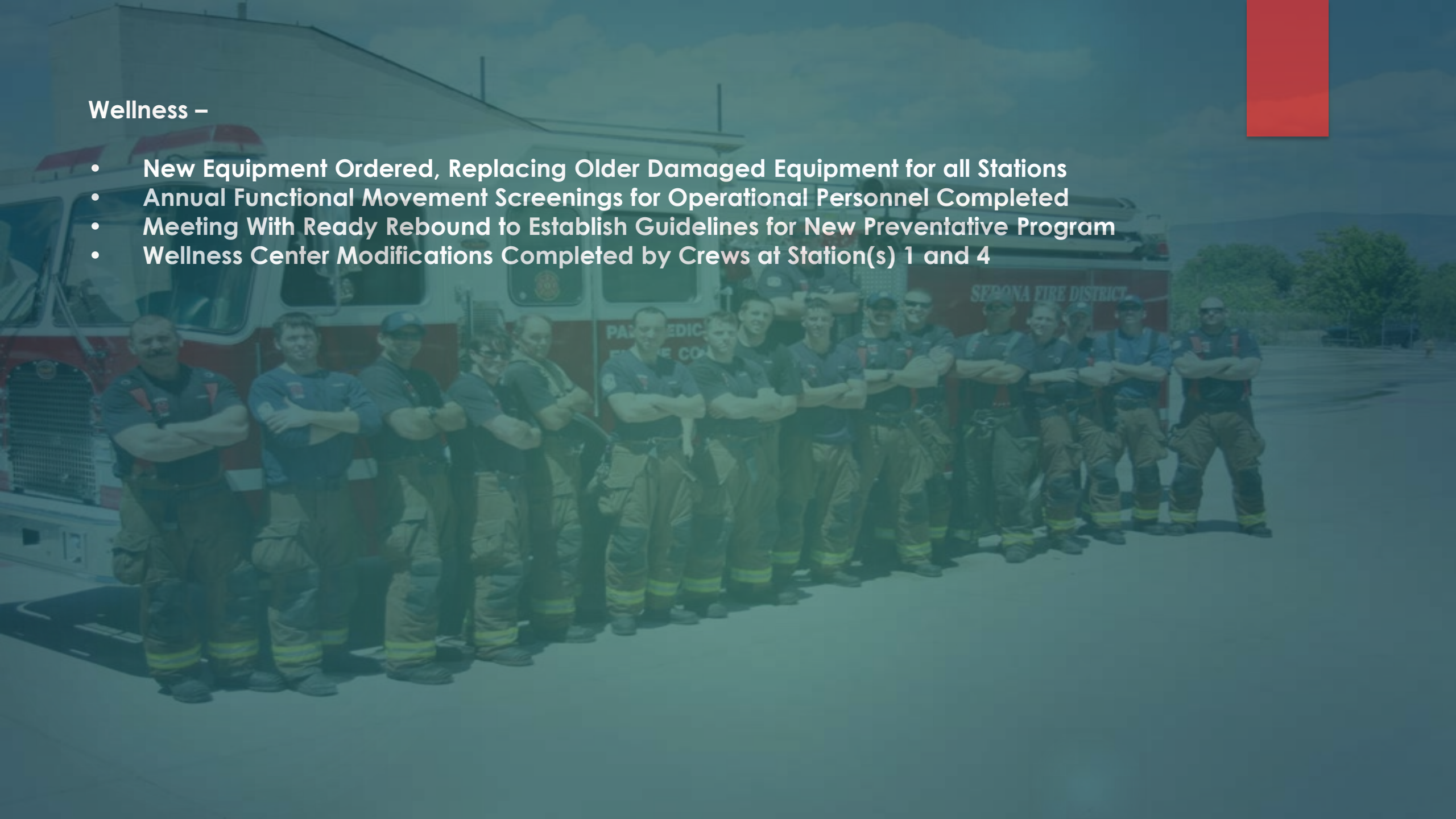
2nd Quarter Accomplishments

Training –

- 12-Month Probationary Firefighter Evaluations Complete X 3
- 6-month Probationary Firefighter Evaluations Complete X 7
- 6-month Probationary Firefighter Written Test Construction Complete
- ROHVA Re-Certification Training Complete X 1 Battalion
- Battalion Chief Position Task Book Construction Complete
- 3-Day Blue Card Simulation Training Lab for 11-12 Individuals Held
- Quarterly Company Level Blue Card Training Established and Carried Out
- Completed 2nd Quarter Company MCS Drills
- New Class and Travel Request Form Construction Complete and Training Delivered
- Venomous Reptile Identification and Removal Training Complete for Operations
- Active Assailant Multi-Agency Drill Completed with 20-22 Agencies Involved
- Wildland Refresher Training for Operational Staff Completed
- FF PTB Committee Established and Meeting Regularly, Ensuring PTB is Current

Wellness –

- New Equipment Ordered, Replacing Older Damaged Equipment for all Stations
- Annual Functional Movement Screenings for Operational Personnel Completed
- Meeting With Ready Rebound to Establish Guidelines for New Preventative Program
- Wellness Center Modifications Completed by Crews at Station(s) 1 and 4



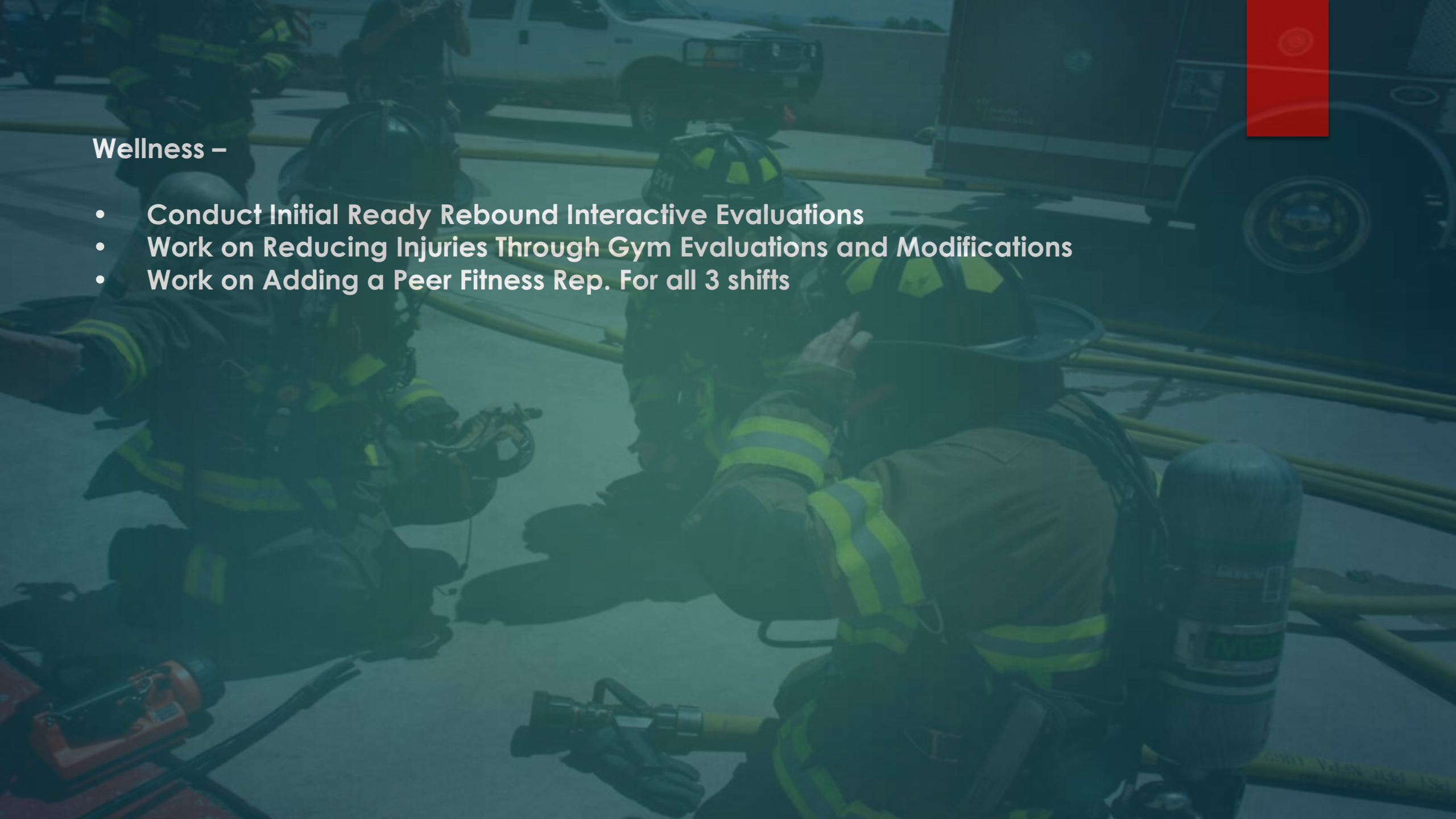
Training / Preparedness

3rd Quarter

Goals

Training –

- New Hire Testing
- Establish Timelines and Criteria for New Hire Orientation
- Captain PTB Evaluations
- Leadership Academy / Summit to Be Held in September 2024
- Construct Probationary Firefighter 12-month Written Test
- Fire School Nominations and LOI Due. Propose Sending 5-7 Individuals
- Continue Training Policy Work
- Begin Working on Schedules for Fall Operations Driver Training Schedule
- Begin Working on Schedule for Fall Non-Operations Driver Training Schedule
- Begin Working on Fall Pump Test Schedule
- Hold 3rd Quarter Company MCS Evaluations Fire and EMS based



Wellness –

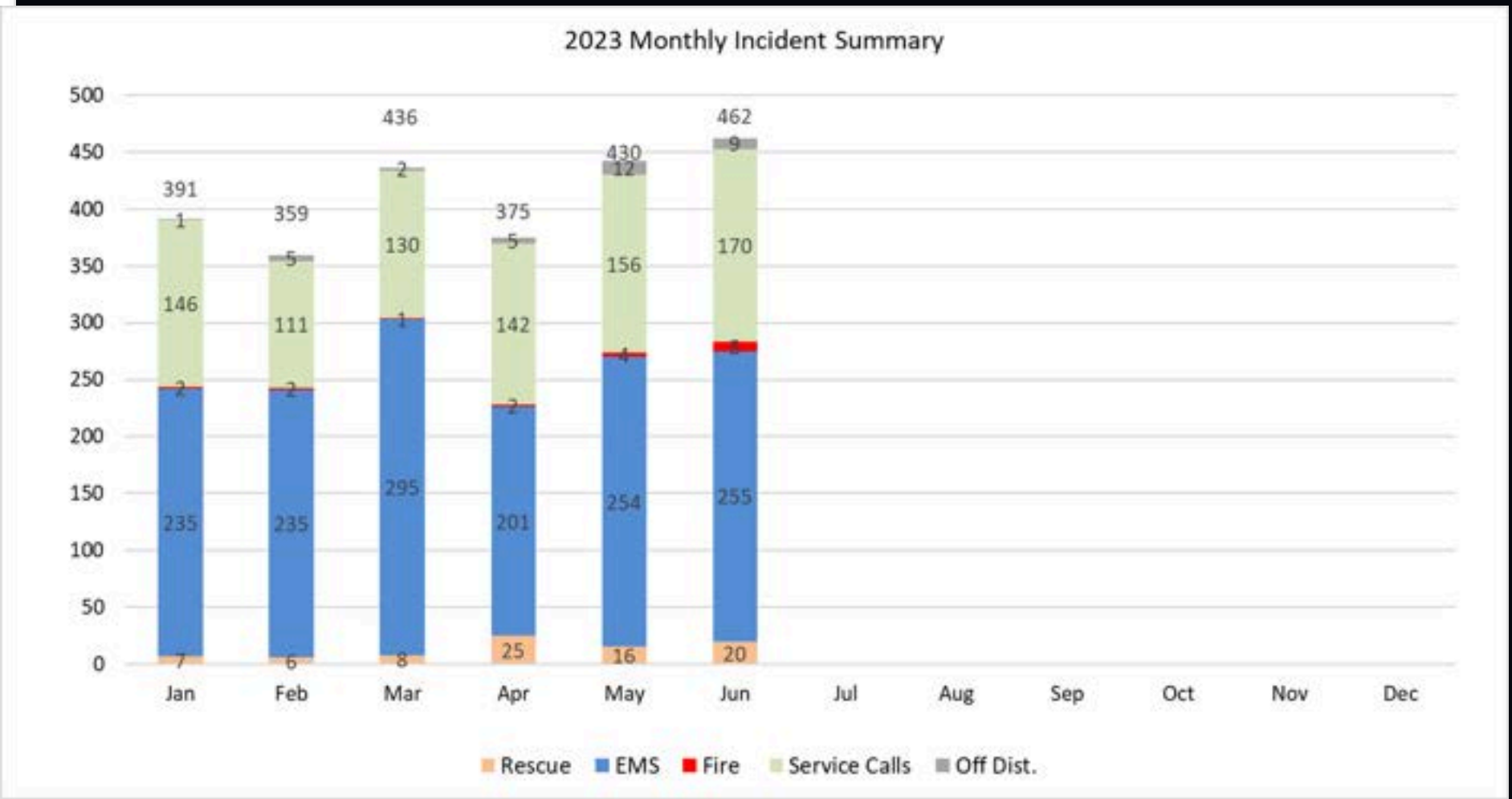
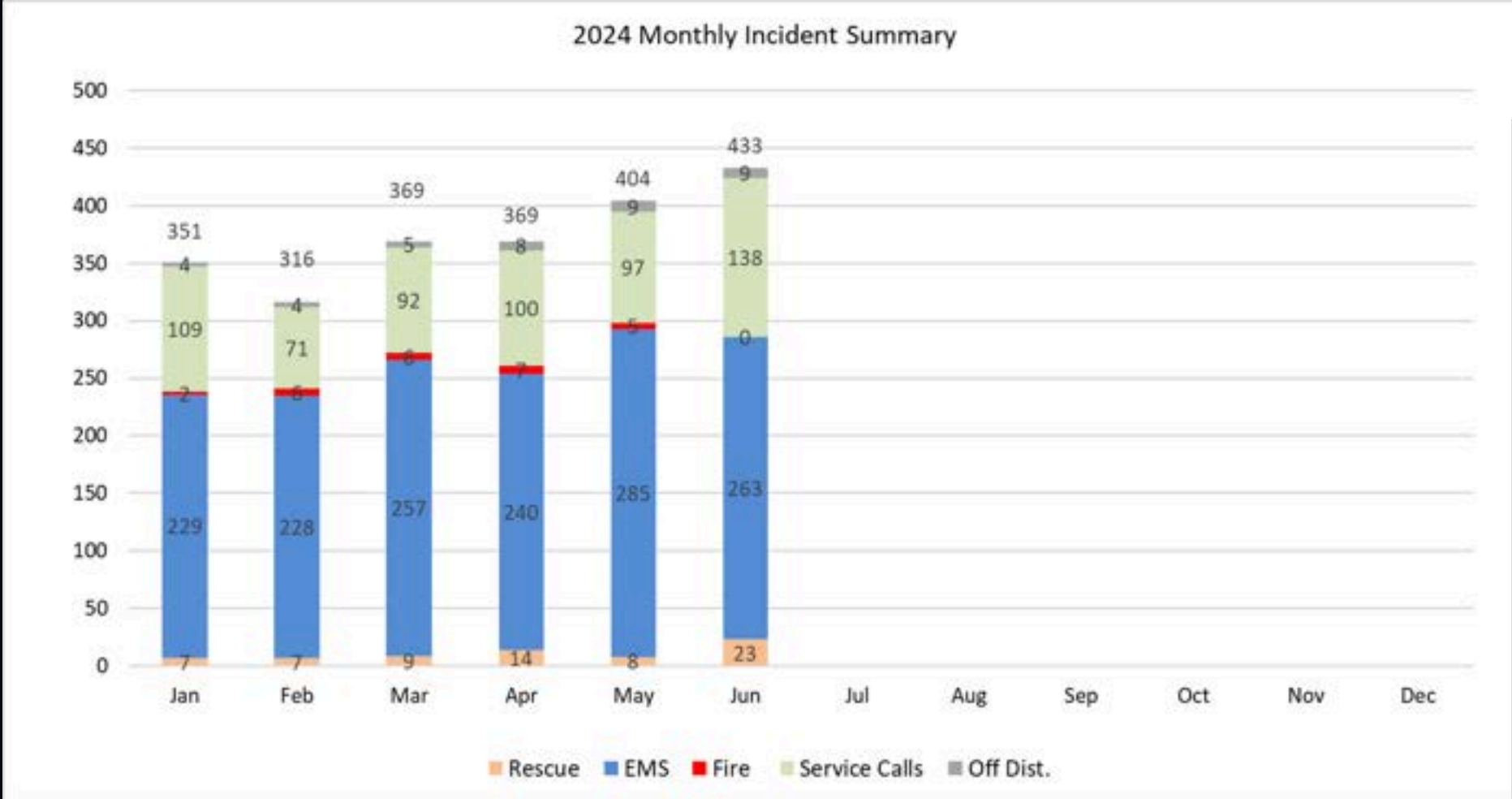
- Conduct Initial Ready Rebound Interactive Evaluations
- Work on Reducing Injuries Through Gym Evaluations and Modifications
- Work on Adding a Peer Fitness Rep. For all 3 shifts

CHIEF'S REPORT

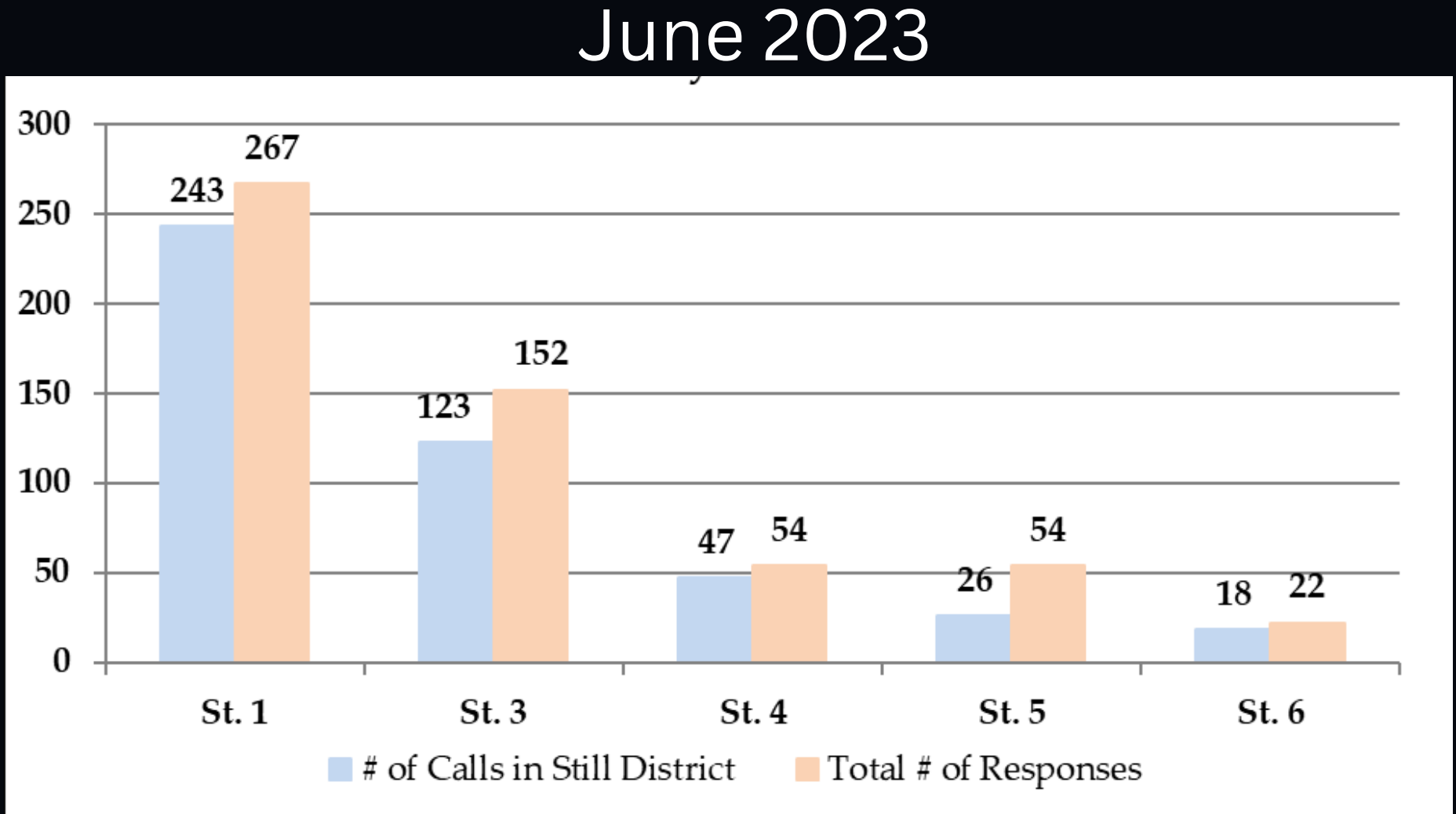
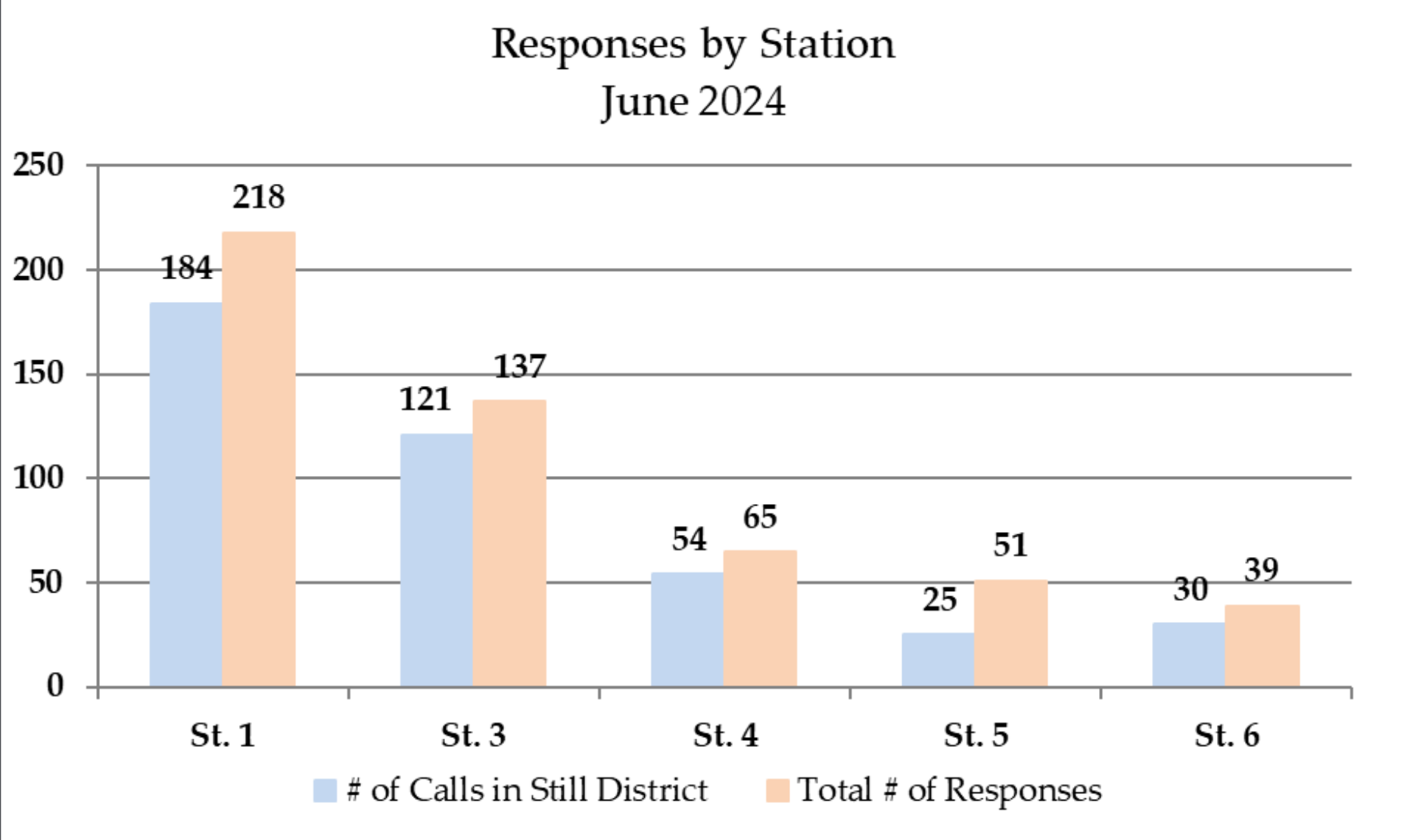
Assistant Chief Jayson Coil



The Incident Summary provides an overview of the number of calls for each month and the type of incidents. A Year-to-Date comparison of the prior year is provided to view how SFD's calls are trending from the year prior.



The chart shows the total number of calls received in each station's response area compared to the total number of calls to which each station's crews responded. Station crews not only respond to their own area, but, when needed, to other areas of the fire district.



June 2024

Emergency Responses

Dispatch Handling Time

Turnout Time

Unit Travel Time

Total Response Time

Median of Dispatch Notified Alarm H...

00m:44s

Median Turnout Time

01m:44s

Median Travel Time

04m:16s

Median Total Response Time

06m:47s

90th Percentile Dispatch Time

01m:36s

90th Percentile Turnout Time

02m:34s

90th Percentile Travel Time

12m:08s

90th Percentile Total Response Time

11m:57s

June 2023

Emergency Responses

Dispatch Handling Time

Turnout Time

Unit Travel Time

Total Response Time

Median of Dispatch Notified Alarm H...

00m:44s

Median Turnout Time

01m:40s

Median Travel Time

04m:41s

Median Total Response Time

06m:59s

90th Percentile Dispatch Time

01m:32s

90th Percentile Turnout Time

02m:37s

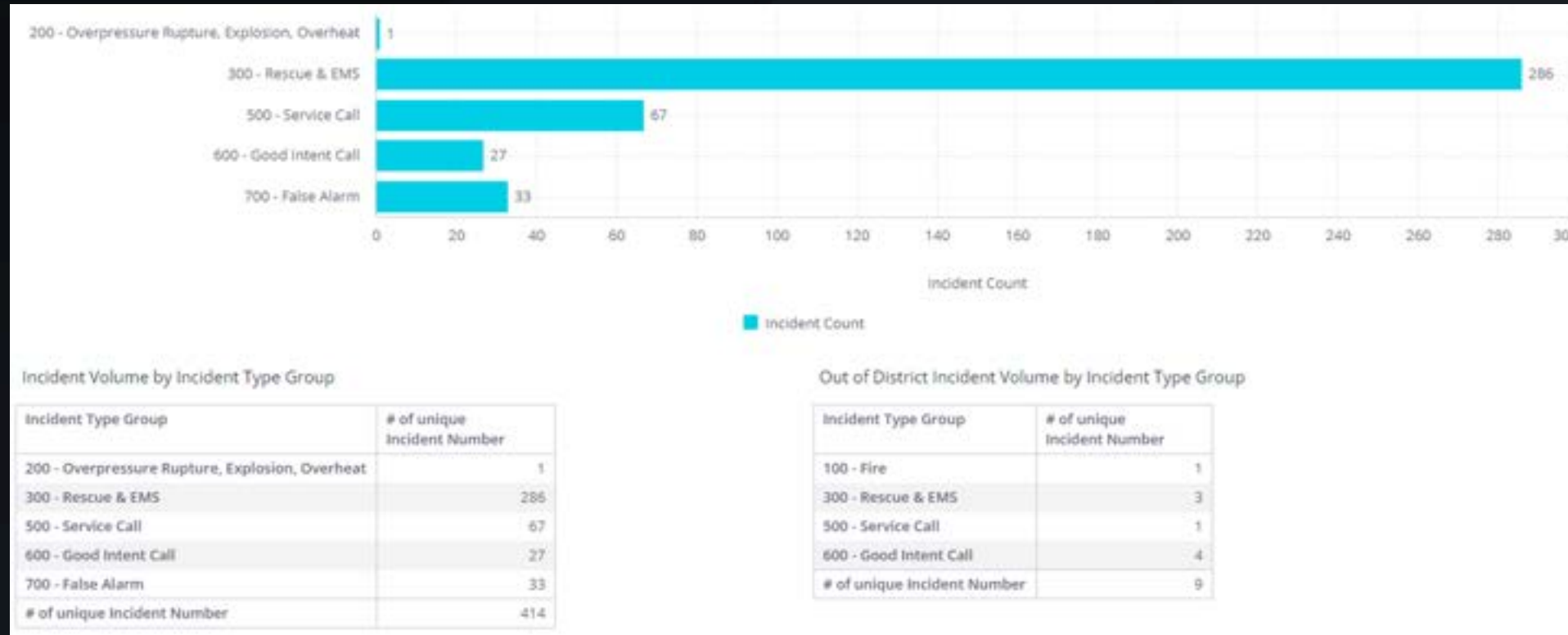
90th Percentile Travel Time

11m:53s

90th Percentile Total Response Time

12m:12s

Calls & Incidents - Current & Prior Year



June 2023

Rescue 16
 EMS 254
 Fire 4
 Service Calls 156
 Off-District 32

June 2024

Rescue 23
 EMS 263
 Fire 0
 Service Calls 138
 Off-District 9



June 2024

Response Times

Specific Ambulance Times

Ambulance Total EMS Emergent Response Time

Total EMS Ambulance Road Time

Median Total Response Time

06m:49s

Median Total EMS Ambulance Road Time

01h:19m:05s

90th Percentile Total Response Time **11m:50s**

90th Percentile Total EMS Ambulance Road Time **02h:29m:40s**

June 2023

Specific Ambulance Times

Ambulance Total EMS Emergent Response Time

Total EMS Ambulance Road Time

Median Total Response Time

06m:42s

Median Total EMS Ambulance Road Time

01h:17m:37s

90th Percentile Total Response Time **11m:33s**

90th Percentile Total EMS Ambulance Road Time **02h:24m:06s**

Community Thanks and Appreciation



Sedona Fire Station #1,

Thank you for all of your
hard work!

Joanie + Robert Neir

6/24

EMERGENCY DISPATCH SERVICES AGREEMENT

This Emergency Dispatch Services Agreement (this "Agreement") is made and entered into as of July 1st, 2024, by and between the City of Cottonwood, an Arizona municipal corporation ("Cottonwood"), and Sedona Fire District, an Arizona fire district ("Subscriber"). Cottonwood and Subscriber are the only parties to this Agreement; they are each a "party," and together they are the "parties."

RECITALS

WHEREAS, Cottonwood operates, manages, and maintains a public safety/emergency services dispatching facility, emergency communications systems, dispatching console, telephone and recording equipment, and qualified dispatching personnel necessary for the operation of an emergency dispatch center; and

WHEREAS, Subscriber has elected to have the City provide emergency dispatching services for all calls for service occurring within Subscriber's jurisdiction/service area during the term of this Agreement; and

WHEREAS, The City agrees to provide emergency dispatch services to Subscriber in accordance with the terms of this Agreement; and

WHEREAS, both parties are authorized to enter into intergovernmental agreements for joint or cooperative action pursuant to A.R.S. 11 -951 through § 11-954; and

WHEREAS, this Agreement is entered into for the benefit of the parties, and shall not be construed to be for the benefit of any third party, or to create a third-party beneficiary status as to any other person, interest, or entity.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated as though fully set forth below, and of the mutual promises and covenants contained herein, the parties hereby agree as follows:

- I. During the Term of this Agreement, Cottonwood shall use its best professional efforts to:
 - A. Dispatch manpower and/or apparatus within one (1) minute of receiving any call for emergency medical, fire, and/or priority-one police service within Subscriber's service area/jurisdiction, in compliance with any applicable dispatch standards and protocols then in effect;
 - B. Perform a daily test of its radio systems in a manner agreed upon between Cottonwood and Subscriber;
 - C. Be responsible for the installation and maintenance of the systems and equipment located at its dispatch center, provided, however, that Subscriber may (and/or may be required to), with the agreement of Cottonwood, provide for the installation on Cottonwood property of any additional equipment that may be necessary to carry out the purposes of this Agreement, which equipment shall remain the property of Subscriber, and which Subscriber shall be responsible for maintaining, repairing and/or replacing, as necessary. Cottonwood may, with the agreement of Subscriber, install necessary communications equipment on Subscriber property and Cottonwood shall be responsible for maintaining, repairing and/or replacing such equipment as necessary;
 - D. Provide a line level interface located at Cottonwood Dispatch Center for interconnection to Subscriber's equipment. This interface will provide the following industry standard formats, 4-Wire

E&M, 4-Wire tone control, and 2-Wire tone control. Cottonwood will provide two radio console interfaces (one "working" channel, one "tactical" channel) per Subscriber. Cottonwood may approve and provide additional interfaces to a Subscriber for an additional negotiated charge. Each interface will be recorded by Cottonwood Dispatch Center. Any subscriber requested items that require additional capacity upgrades to existing Cottonwood equipment shall be charged to Subscriber but said upgrades shall become property of Cottonwood;

E. Use its best professional efforts to maintain radio contact with, and monitor the operational status of, responding personnel and units (including those of Subscriber as well as any automatic or mutual aid responding units) through the duration of all responses;

F. Monitor and document all Subscriber units and related units on an incident for the creation of an Incident Report. This report will include information on the call, unit status and times, and any pertinent emergency medical dispatching information;

G. Monitor and record all Subscriber radio transmissions generated on Subscriber's main dispatch channel and all telephonic transmissions on emergency lines represented in the dispatch center. All recordings shall be maintained for the minimum timeframe established by law, or for such longer period as may be agreed to by the parties;

H. Provide copies of Subscriber's incident reports generated through Cottonwood's system;

I. Provide basic GIS services limited to updating CAD with Subscriber provided GIS information necessary to facilitate dispatching Subscriber's units. Additional GIS services may be provided at additional charge as agreed upon by the parties;

J. Provide copies or any and all available recordings of radio channels and phone lines as may be requested by Subscriber;

K. Provide or assist Subscriber in creating custom reports within Cottonwood's capabilities and as agreed upon by the parties; and

L. Maintain a reverse 911 system that will be available to Subscriber for use during an actual emergency or for non-emergency use with the approval of the Cottonwood Police Chief, Fire Chief, and/or City Manager.

II. Subscriber shall establish a phone number separate from that of the Dispatch Center for administrative and non-emergency calls, to be answered at its facility, and shall publish and advertise the same.

III. Indemnification. To the fullest extent allowed by law, each Party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "indemnitee") for, from, and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (collectively, "claims") arising out of the performance of this Agreement, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers. In the event of concurrent liability, the parties shall have the right of contribution from each other to the extent allowed by law. This indemnification provision shall survive the termination of this agreement.

IV. Insurance. Cottonwood and Subscriber shall each provide and maintain liability insurance coverage of at least \$3,000,000 per occurrence and \$5,000,000 in the aggregate. Each said insurance policy shall name the other party as an additional insured. Each party shall deliver to the other a certificate of insurance in a

form satisfactory to the other party. Such policies shall provide for thirty (30) days written notice to the other party prior to cancellation.

V. Fees. In exchange for the services described herein, Subscriber shall pay Cottonwood an annual fee of \$385,629.00, commencing on, July 1st, 2024, with one-twelfth of such fee being due and payable monthly, on or before the 5th of the month. This fee shall increase by a fixed five percent (5%) annually, unless otherwise agreed to by the parties.

VI. Term. This Agreement shall become effective on July 1, 2024 (the commencement date") and shall continue in effect until June 30, 2025. No later than 90 days before the termination date, the parties shall meet to discuss the terms of any future extension of this Agreement.

VII. Either party may cancel this Agreement pursuant to the provisions of A.R.S. §38-511, which are hereby incorporated into this Agreement as if fully set forth herein. In addition, Subscriber may cancel its participation in this Agreement at any time by providing Cottonwood with at least 180 days prior written notice.

VIII. Subscriber is responsible for maintenance and system improvements to its own equipment. If Cottonwood utilizes improved technology, Subscriber will upgrade its equipment to the same level of technology as soon as reasonably practicable under the circumstances.

IX. The parties acknowledge that this Agreement is not intended for the benefit of any third party, and shall not be construed as a third-party beneficiary contract.

X. Should any provision of this Agreement be found unlawful or unenforceable, it shall be stricken, and the balance of the Agreement shall remain in full force and effect; provided, however, that in the event the stricken portion makes it impractical or impossible for either party to perform their responsibilities under this Agreement, then it shall terminate, and the parties shall be responsible for payment of their share of operating costs through the date of termination.

XI. The Parties warrant that they comply with all state and federal laws, rules and regulations which mandate that all persons, regardless of race, color, creed, religion, sex, genetic information, age, national origin, disability, familial status or political affiliation shall be afforded equal access to employment opportunities, including but not limited to the Americans with Disabilities Act. The parties shall take affirmative action to ensure that it will not participate either directly or indirectly in any form of discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Section 109 of the Housing and Community Development Act of 1974; the Age Discrimination Act of 1975; or the Genetic Information Nondiscrimination Act of 2008.

XII. Legal Arizona Workers Act Compliance: Both parties are required to comply with A.R.S. §41-4401, and hereby warrant that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of their respective employees, the requirements of A.R.S. §41-4401, and with the verification requirements of A.R.S. §23-214(A) (together the "state and federal immigration laws"). The parties further agree to ensure that each subcontractor that performs any work under this Agreement likewise complies with the state and federal immigration laws.

A breach of a warranty regarding compliance with the state and federal immigration laws shall be deemed a material breach of the Agreement and the party who breaches may be subject to penalties up to and including termination of the Agreement. Each party retains the legal right to inspect the papers of any contractor or subcontract employee of the other working under the terms of the Agreement to ensure that the other party is complying with the warranties regarding compliance with the state and federal immigration laws.

XIII. This Agreement in no way restricts either party from participating in similar activities with other public or private agencies, organizations, and individuals.

XIV. Any provisions of this Agreement which require the City to expend funds shall be effective when funds are appropriated for this Agreement and are actually available for payment. The City shall be the sole judge and authority in determining the availability of funds under this Agreement, and shall keep the Subscriber fully informed as to the availability of funds for this Agreement. Any obligation of the City under this Agreement is a current expense and payable exclusively from annual appropriations and not a general obligation or indebtedness of the City. If the City Council fails to appropriate money sufficient to fund City obligations set forth in this Agreement, this Agreement shall terminate at the end of the then-current fiscal year, and the City and the Subscriber shall be relieved of any subsequent obligation under this Agreement.

XV. It is clearly understood that each Party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one Party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. This Agreement does not give either party the authority to supervise or control the actual work of the other party, its employees, or its subcontractors. Each party shall determine the time of its performance of the services provided under this Agreement so long as it satisfies its obligations under this Agreement. The parties do not intend to nor will they combine business operations under this Agreement.

XVI. This Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties hereto. This Agreement is the result of negotiations between, and has been reviewed by, each of the parties hereto and their respective counsel. Accordingly, this Agreement shall be deemed to be the product of all of the parties hereto, and no ambiguity shall be construed in favor of, or against any one of, the parties hereto.

XVII. This Agreement shall be construed and interpreted under the laws of Arizona, and any litigation under this Agreement shall be commenced in Yavapai County.

XVIII. The parties agree to make use of mediation and/or another form of alternative dispute resolution prior to commencing litigation, except in cases where a party reasonably determines that it would be futile to do so.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first set forth above.

CITY OF COTTONWOOD:

SEDONA FIRE DISTRICT:

By: _____
Tim Elinski, Mayor

By: _____
Helen McNeal, Chairperson

ATTEST:

ATTEST:

By: _____
Tami Mayes, City Clerk

By: _____
Corrie Cooperman, Clerk

APPROVED AS TO FORM:

John A. Gaylord, City Attorney

William R. Whittington, Attorney

**BOARD
MEMBER
REPORT**

**Board
Activities**

June 2024



Chair Helen McNeal



Clerk Corrie Cooperman



Member Dave Soto



Member Janet Jablow



Member Scott Springett



THANK YOU

FOR ATTENDING